

Administrative Policies and Procedures Manual

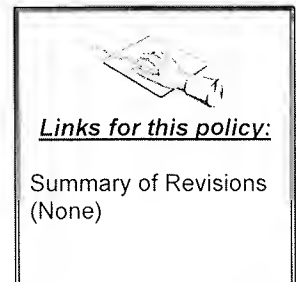
618 DRESS CODE

POLICY

The policy of the Judicial Branch is to establish and solidify an excellent reputation among the citizens of Connecticut. One of the ways to accomplish this is for all staff to present a professional and respectful image to the Court and public. It is important that the Court and public have trust and confidence in Judicial Branch employees and that employees have a sense of pride and professionalism when conducting their duties and responsibilities. In order to accomplish this goal and foster public confidence, employees must always appear for work in attire that is appropriate and suitable to the work setting.

GENERAL INFORMATION

This policy is intended to describe guidelines on what is considered appropriate dress for our workplace. These guidelines are not intended to be all-inclusive, but rather should set the general parameters for workplace attire, and allow employees to use good judgment and common sense about items not specifically addressed.



UNDERLYING PRINCIPLES

- Personal appearance and hygiene play an important role in projecting a professional image to the Court and clients we serve as well as in the community.
- Our appearance should always reflect what is appropriate for our job, work setting and personal safety.
- Our work may require us to meet with the public at a moment's notice and therefore staff should be dressed and groomed appropriately at all times. Dress down days are not permitted.

APPROPRIATE ATTIRE FOR COURT

Listed below is a general overview of acceptable attire for personnel who perform duties and responsibilities in a courtroom.

Court Attire – Men

- Business suit with dress shirt and tie

- Dress pants with dress shirt, tie and sports jacket
- Dress shoes, dress boots, loafers and socks

Court Attire – Women

- Dresses
- Suits with either slacks or skirts
- Skirt or dress slacks with a blouse or sweater or other top, or a blazer style jacket
- Dress shoes, loafers, dress boots, and dress sandals

APPROPRIATE ATTIRE FOR OFFICE, ATTENDANCE AT MEETINGS, CONFERENCES AND TRAINING SESSIONS

Office/Meeting Attire- Men

- Could include the above Court attire
- A jacket/sports jacket is not required
- Slacks such as chinos, khakis and corduroy are acceptable
- Dress shirts (including denim) or other collared shirts and tie
- Dress shoes, dress boots, loafers, deck type shoes and socks

Office/Meeting Attire- Women

- Dresses (including denim)
- Suits with either slacks or skirts
- Skirt (including denim) or dress slacks with a blouse or sweater or other top or a blazer style jacket
- Slacks such as chinos, khakis and corduroy are acceptable
- Dress shoes, loafers, boots, and dress sandals

APPROPRIATE ATTIRE FOR FIELD WORK

Listed below is a general overview of acceptable attire for personnel who perform duties and responsibilities in the field with safety being a primary concern.

Field Work Attire-Men

- Could include the above attire as listed for Court, office and attendance at meetings
- A collared shirt and tie are required. In situations where staff members believe that the required attire poses a safety concern, a clip-on tie will be provided.
- Slacks such as chinos, khakis and corduroy are acceptable
- Dress shoes and boots, loafers and deck type shoes

Field Work Attire-Women

- Could include the above attire as listed for Court, office and attendance at meetings
- Slacks such as chinos, khakis and corduroy are acceptable
- Dress shoes, loafers, boots and dress sandals

INAPPROPRIATE ATTIRE

The following is considered inappropriate attire for our workplace and should not be worn by men or women.

Inappropriate Attire:

- Jeans of any color
- Torn or patched clothing
- Wrinkled or unclean clothing
- Halter tops, tube tops
- Tank tops
- Strapless sundresses
- Shorts
- T-Shirts
- Sweatshirts
- Sweatpants
- Wind suits
- Athletic Attire (including leggings)
- Flip-flop sandals
- Sheer or revealing clothing (including any where midriff is exposed)
- Mini-skirts (three or more inches above knee)
- Sneakers
- Work/hiking boots

COMPLIANCE PROCEDURE

If employees are not sure if something is acceptable or unacceptable attire based on the examples provided in this document, they are advised to choose something else or inquire first with a supervisor. Supervisors are responsible for ensuring compliance with the dress code policy and the appearance of employees under his or her supervision.

If an employee is not dressed appropriately, the supervisor should take the following steps after consultation with his or her Executive Director or their designee:

- On the first occasion, an informal counseling should occur and the dress code policy should be reviewed. If the supervisor deems necessary, the employee may be sent home to change into appropriate clothing. Time spent in transit and changing into appropriate clothing will be considered working time.
- On the second occasion, the employee should be sent home to change clothes immediately and should receive a formal counseling session. Time spent in transit and changing into appropriate clothing will not be considered working time.
- Further violations may result in discipline in accordance with Branch guidelines and procedures.

Except as noted below, any exceptions to this policy require prior written approval from the employee's Executive Director.

EXCEPTIONS

- As otherwise directed in the instructions for an event (that is, training events that specify business casual)
- Participation in activities that require different attire (that is, community service events, office moving days)
- Employee whom specific job related attire is otherwise prescribed by the Judicial Branch (for example, Judicial Marshals)
- Religious attire unless the court, with respect to attire worn in a courtroom, find that in balancing constitutional right to free exercise of religion with the constitutional right to a fair trial, it is essential to the conduct of a fair trial that the individual be barred from wearing the symbols of his or her religion
- Employees who request an accommodation due to disability
- As otherwise authorized by the Chief Court Administrator

Questions on this policy:

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